

Health Care Reform Compliance Survey Worksheet

This worksheet is for your use only. Do not return this worksheet to us.

1. Enter the number of full-time employees at the end of the month in **Column 1**.
2. Enter the full-time equivalency for part-time and seasonal employees at the end of the month in **Column 2**. To figure out full-time equivalency, add the total number of hours these employees worked during the month and divide by 120.
3. Add Column 1 to Column 2 for each month and enter the total in **Column 3**.
4. Add all the numbers in Column 3 and then enter the total in **Box 1**.
5. Divide the number in Box 1 by 12 and then enter the result in **Box 2**.

	Column 1 Full-time employees		Column 2 Full-time equivalency for part-time and seasonal employees		Column 3 Total employees at the end of each month
January		+		=	
February		+		=	
March		+		=	
April		+		=	
May		+		=	
June		+		=	
July		+		=	
August		+		=	
September		+		=	
October		+		=	
November		+		=	
December		+		=	
					Box 1
					÷12
			This is your average number of employees ➡		Box 2

If you are treated as a single employer under Section 414 of the Internal Revenue Code, you must report to us the total number for the single employer group.

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